

# Memorandum



To: Virginia Department of Emergency Management  
Attn: Office of Training and Exercises  
10501 Trade Court  
Richmond, Virginia 23236

From:

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Review Date:	
Complete:	Incomplete:

(Mailing address where you want the APS Certificate sent)

Date: \_\_\_\_\_

Re: Advanced Professional Series Certificate Request

VDEM Training Manager,

Please find attached my proof of completion (Certificate copies or verified transcript) in order to apply for recognition of having completed the FEMA Emergency Management Institute's Advanced Professional Series.

**Required Courses - All 5 courses must be completed**

	Incident Command System/Emergency Operations Center Interface: G191
	Rapid Assessment Workshop: G250.7
	Recovery from Disaster, the Local Government Role: G270.4

	Mitigation for Emergency Managers: G393 <i>(Mitigation Planning Workshop for Local Governments: G318 can be used if completed prior to September 30, 2011)</i>
	EOC Management and Operations: G775 -or- IS775 -or- G275

**Elective Courses – Complete any 5 courses from the 15 courses listed**

	Community Mass Care Management: G108
	Emergency Management Operations course (EMOC): G110
	HSEEP Training Course: E/L/ G146 -or- HSEEP Train-the-Trainer Course: E/L/G 147 <i>(Exercise Program Manager: G137 can be used if completed prior to June 30, 2010)</i>

	Emergency Planning and Special Needs Populations: G197
	Debris Management: G202
	Hazardous Weather and Flood Preparedness: G271 -or- Anticipating Hazardous Weather and Community Risk: IS271

**Fax (804) 897-6556 or Mail Correspondence to VDEM  
with course certificate copies attached**

Re: Advanced Professional Series Certificate Request (Continued)

**Elective Courses Continued**

	Warning Coordination: G272
	Donations Management Workshop: G288
	Basic Public Information Officers: G290
	Evacuation and Re-entry Planning: G358
	Flood Fight Operations: G361
	Multi-Hazard Emergency Planning for Schools: G362

	Planning for Needs of Children in Disasters: G366
	Mass Fatalities Management:G386
	<i>(Advanced Incident Command System: G400 can be used if completed prior to June 30, 2010)</i>
	Homeland Security Planning for Local Governments (formerly Terrorism Planning): G408
	NIMS Resource Management: IS703

**NOTES:** On-line **IS** versions of courses with the same title are not acceptable unless listed above.

Where “-or-“ is listed above, only one of the versions may be submitted for credit. (i.e.: G 271 -or- IS271)

Routine processing may require 6-8 weeks from submission to APS certificate receipt.

Sincerely,

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Printed name as you wish it to appear on APS certificate:

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(Phone Number and/or E-mail address)

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with course certificate copies attached**